

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
November 13, 2013**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:05 p.m. Others in attendance were Board members Jim Larkin and Administrator Rick Carrier.

**FOR SIGNATURE**

- Manifest #46
- Selectmen Minutes of November 6, 2013
- Cemetery Deeds – Newcomer & Duston
- White Correspondence
- Raffle Permit – Friends of Library
- Appointment Paper – Planning Board

**APPOINTMENTS**

- **6:30 p.m. Parks & Recreation Commission**

Present: Deb Bokum, Tracy Fairbanks, John Melvin

The Parks and Recreation Commission requested more direction from the Selectboard in budgeting the salaries for the director and bookkeeper's salaries. They are planning on increasing programs to be year round, which will require a director to be available year round. Bokum reported that she was not included in the evaluation of the director because she had not supervised or watched her work. McKeon requested that the commission members write the director's job description, as it stands now with the current programs. Larkin added that a job description needs to be done for the commission to move forward in how they want the program to be run. Melvin stated that the commission will collect data on the director to be presented to the selectboard for their review. McKeon stated that, as the program changes, the job description for the director may change for more delegation of programs, which may be a compensation change. The director may not agree to the description change and the position can also be advertised. Fairbanks stated that the commission's desire is to grow the program and more staffing may be required.

Carrier suggested that the commission include enough money in the budget to allow for more programs in the upcoming year. McKeon stated that the board is currently working on a residency agreement. Deb McLaughlin stated that the director's term will end on December 31. She would like to see a new job description in place for January 1, 2014. Erik Barnes stated that he would like to see the new job description to become a year round position for the director.

Bokem also requested that the commission be notified of Parks and Recreation issues to be discussed by the selectboard.

## **FOR DISCUSSION**

- **Budgets – Elections & Personnel Administration**

Elections: Carrier reported that there was a meals increase, due to the increase in elections.

Personnel Administration: Carrier reported that most of the increases are due to change in the census. The health insurance rates went up approximately 6.4%. Workmen's Comp is listed under other insurance. There is no change with the dental insurance rates, but the census has changed. Police Department retirement is up, due to retirement contributions, at 25.3% for the full year, which the town will pay the state. Planning Board – No changes on expenditures, updated revenues because reimburse engineering was not included.

Master Plan: McKeon sent a note to Brad Chesley requesting a meeting with Neil Jenness and Valerie Starbuck to meet, hopefully within the next couple of weeks, to determine what changes will be needed for the Master Plan.

Cemetery and Library: The Cemetery pay scale was upgraded, after reviewing how the salaries were structured for next year. A wage comparison was made of the library director salary, comparable with other local towns, including benefits. Keene and Jaffrey have educational requirements for the library director position.

- **Town Hall Holiday Tree**

Carrier presented a request from the Friends of the Library that a holiday tree be put up in front of the town hall, with set up approximately December 4 and take down the first week in January. Carrier will follow up on more information on the size and whether it would be a real or artificial tree. Carrier will remind the Friends group that the tree electrical cord could not interfere with the snow blowing operation.

- **Coachman Road**

Carrier received an agreement from Attorney Davis in that his client will reimburse the town for fees and expenses for inspection, review and improvements on Coachman Road. Carrier will contact the town surveyor for an estimated cost.

- **Transfer Station and Snow Removal**

Carrier will place an advertisement for a part time employment for snow removal at the town offices, and for a part time transfer station attendant, with a projected 20 hours a month. It will be a two-week ad deadline. Larkin has agreed to assist Leon Dunbar to interview the candidates. Carrier stated that a pre-employment physical is required. Larkin has a contact person for doing snowblowing at the town offices.

- **Holiday Party**

Elaine Levlocke will be responsible for the decorations. Carrier will be getting the invitations in the next paychecks. The employee needs to be in attendance of the December 12<sup>th</sup> event to receive a turkey, with the exception of the Highway or Police Departments if they are on duty and unable to attend.

- **December Meeting Schedule**

Larkin stated that he will not be available for any meetings between December 20 until the end of the year. There is a selectboard meeting scheduled on Tuesday, December 3 to meet with Michael Bentley and Barbara Girs. There will be no selectboard meeting scheduled for that Wednesday, December 4. McKeon requested that December 30 be a scheduled meeting, unless there isn't anything that needs to be discussed. Carrier asked the board for their approval for him to take vacation time during the week of December 23. They approved.

- **Town Hall Annex Letter**

The board received a letter from a group of concerned residents of plans to refurbish or replace the Town Hall Annex. McKeon stated that a capital reserve fund was started to work on the Town Hall Annex a few years ago to get to the design phase with options of:

- Take the entire building down and not replace it
- Adding a corridor to get to the existing bathrooms, renovating it in place or
- Take down a portion of back of it, leaving the kitchen, bathroom and small portion of the entry

Carrier stated that there is \$50,000 set aside for the work, with another \$25,000 being proposed at the town meeting. McKeon suggested that the concerned residents be invited to discuss the hall after the first of the year.

- **Town Office Trees**

The cemetery crew placed bark mulch around trees in the town office area, in which a resident expressed the possibility of issues to the trees, if the bark is not removed away from the trunk of the trees. McKeon requested that the Highway Department to do the work. Carrier will contact Bart Bevis to schedule the work.

- **Old Business**

Carrier received an email from Mike Bentley confirming the meeting with the board on December 3 at 6:00 p.m. McKeon stated that he wants to be sure that everyone needs to be aware of their responsibilities for the town meeting.

Reverse 911: Gordon Rudolph and Jeff Chickering will sign forms next week for the fire departments.

Board Appointments: Larkin reported that Fales and Evans are willing to sign up for another term on the Zoning Board of Adjustment. The actual date lapses December 31. He also stated that Erik Barnes is interested in a position with the Parks and Recreation.

Update Website: Carrier has no contact information.

Wares Grove Cottage Occupancy Agreement: Carrier noted that the Parks and Rec. director canceled the tour of the Wares Grove cottage.

- **Other Business**

A raffle application was received for board approval for a raffle to benefit the First Universalist Church building maintenance on November 23. The board approved the application.

Sandy Rawson called the town office to thank the selectboard for the flower bouquet that she received for the recent passing of her husband, Doug Rawson.

Larkin reported that he attended the ZBA meeting for the Spofford Hall subdivision application for a cluster development, which consisted of a variance for a portion being in the Spofford Lake District. The meeting was continued until December 10. Carrier reported that an email was sent from the town attorney regarding the subdivision. Riendeau read the email verbatim at the meeting. The applicant's attorney wanted a copy of the email, which Carrier felt that it was a non-public document. Carrier contacted the town's attorney and the town attorney felt that verbatim this case, the email is a public document.

Larkin attended a joint fire department meeting at the Spofford Fire Department to represent the board. They discussed departmental training and will be working together for grant writing. The fire departments would like to solicit more volunteers with ideas. They plan to invite Lester Fairbanks to attend a joint meeting for police personnel responding to calls.

Larkin stated that Dean Wright's EMT recertification is coming up and Larkin felt that the cost is well worth keeping it updated.

Levlocke contacted Dave Thomas for his interest in continuing to work on the Economic Development Committee. He plans to stay on the committee.

Carrier stated he received a report that the lake is down to 22" from the top of the spillway.

Carrier attended a meeting the Rene Fales and Mark Gilmore, of Vermont Yankee, for future of Entergy/Vermont Yankee as it relates to town budgeting. Gilmore does not foresee any changes to budgeting contributions and would like to meet with Carrier and Fales semi-annually.

McKeon reported that he has not heard from Shawn Dean and the board feels that he should be removed from the Economic Development Committee.

*McKeon moved to enter Non-Public session pursuant to RSA 91-A:3 II (b) Larkin seconded the motion, which carried.*

*Larkin moved to adjourn from nonpublic session and seal the minutes. McKeon seconded the motion, which carried.*

*McKeon moved to enter Non-Public session pursuant to RSA 91-A:3 II (c) Larkin seconded the motion, which carried.*

*Larkin moved to adjourn from nonpublic session and seal the minutes. McKeon seconded the motion, which carried.*

*McKeon moved to enter Non-Public session pursuant to RSA 91-A:3 II (a&c) Larkin seconded the motion, which carried.*

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*McKeon moved to enter Non-Public session pursuant to RSA 91-A:3 II (a&c) Larkin seconded the motion, which carried.*

*Larkin moved to adjourn from nonpublic session and seal the minutes. McKeon seconded the motion, which carried.*

*With no other business to conduct, Larkin moved to adjourn at 9:30 p.m., McKeon seconded the motion, which carried.*

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairperson

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Date

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Elaine H. Levlocke

\_\_\_\_\_  
Date

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James M. Larkin

\_\_\_\_\_  
Date